

THE AFRO-AMERICAN HERITAGE IN RECORDS



PRELIMINARY PROGRAM

*Mid-Atlantic Regional
Archives Conference*

FALL 1986 MEETING

Charlottesville, Virginia
October 30 - November 1

THE AFRO-AMERICAN HERITAGE IN RECORDS

What does an archivist do? We have all heard this question — we regularly discuss possible answers and define component parts. One element on which we all agree, however, is that we are the keepers of records. This program addresses specifically the record and its users, and focuses especially on particular records that reflect Afro-American history and life.

This is a departure from recent conferences that have emphasized the individual archivist and the profession. Accent will be placed on the types of records that contain information about Afro-Americans, and the sessions will focus on scholars, archivists, and genealogists who use the records. Archives and manuscript repositories in the Mid-Atlantic region contain many records that describe the Afro-American experience; this is especially true of Virginia, which has the longest continuous presence of Africans. The keynote speaker will discuss black history and black historians with special emphasis on the involvement with archival sources.

In addition to sessions revolving around the central theme, there will be sessions about other issues that involve archivists. In keeping with a contemporary conference trend, pre-conference workshops will explore basic considerations concerning accessioning procedures, oral history, genealogy, and microcomputers.

We are especially delighted to acknowledge not only the monetary support but the major involvement of the staff and fellows of the Carter G. Woodson Institute for Afro-American and African Affairs at the University of Virginia.

FALL 1986 MARAC PROGRAM COMMITTEE

Thomas Battle
Howard University

Arthur J. Breton
Archives of American Art

Rebecca A. Ebert
The Handley Library

Lucious Edwards
Virginia State University

Michael Everman
American Alliance

Vesta Gordon
The Book Broker

Robert Hull
University of Virginia

Ervin L. Jordan, Jr.
University of Virginia

John Hackett
Office of the Architect of
the Capitol

Jodi Koste
Medical College of Virginia

Diana Lachatanere
New York Public Library

Debra L. Newman
National Archives

Karen Paul
Senate Historical Office

Michael Plunkett (Chair)
University of Virginia

Fred Stielow
University of Maryland

Judith Thorne
National Archives

Waverly Winfree
Virginia Historical Society

GENERAL INFORMATION

Registration, Correspondence and Inquiries should be directed to:
Fall 1986 MARAC Local Arrangements Committee
Department of Manuscripts and University Archives
University of Virginia Library
Charlottesville, Virginia 22903
(804) 924-3025

Hotel for the Conference is:

Omni International Hotel-Charlottesville
235 West Main Street
Charlottesville, Virginia 22901

(804) 971-5500 (for reservations only, call (800) 843-6664)

Hotel reservations should be made directly with the **Omni**; because our block of rooms is limited, we urge you to arrange your lodging accommodations as soon as possible.

Transportation from the airport: Omni International Hotel provides free limousine service for its registered guests; 'for hire' limousine service is also available on a regular basis.

Transportation from the train station: the hotel is within walking distance of the Amtrak station; taxi service is also available.

Workshops and tours require pre-enrollment.

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Conference participants are reminded that limited hotel space and the concurrent celebration of the University of Virginia's Homecoming Weekend require prompt pre-registration to insure adequate accommodations.

WEDNESDAY, OCTOBER 29

PRE-CONFERENCE WORKSHOP

8:00 am- **UNDERSTANDING THE MARC FORMAT FOR ARCHIVAL AND MANUSCRIPTS CONTROL**

5:00 pm (Pre-enrollment, limited to 20 participants, required; \$100.00 fee.)

This two-day SAA workshop, partially funded by the National Endowment for the Humanities, is designed to provide participants with an understanding of the format and the descriptive standards used in conjunction with the **AMC** format. Hands-on experience in tagging archival descriptions and forming access points in the **Anglo-American Cataloging Rules** (2nd ed.) will be emphasized. Applications should be addressed to Lisa Weber, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605 ([312] 922-0140).

THURSDAY, OCTOBER 30

CONFERENCE REGISTRATION 11:00 am - 7:00 pm

PRE-CONFERENCE WORKSHOPS

8:00 am- **MARC/AMC FORMAT**

5:00 pm (Day two of an SAA two-day pre-enrollment workshop.)

10:00 am- **GENEALOGY: RECORDS FOR BLACK FAMILY HISTORY**

1:00 pm (Pre-enrollment, limited to 35 participants, required; \$5.00 fee.)

Genealogical research is certainly a double-edged sword; it is painstakingly difficult but can be extremely rewarding personally. No genealogist has a more difficult undertaking and searches for a more personal reward than the person attempting to trace Afro-American roots. The panelists in this workshop will explain useful genealogical techniques for archivists who want to understand the needs of researchers interested in black family history in order to assist them better.

James Dent Walker

National Archives and Records Administration (retired)

Elizabeth Clark-Lewis

Northern Virginia Community College

Jean Sampson Scott
President
Afro-American Historical and Genealogical Society

1:00 pm- **ORAL HISTORY SOUND ARCHIVES**

4:00 pm (Pre-enrollment, limited to 20 participants, required; \$10.00 fee.)

This workshop will cover the archival administration and treatment of oral history tapes, including acquisition, forms, preservation and intellectual controls, in an economical fashion. Issues pertaining to this topic will be viewed strictly from the archivist's perspective.

Fred Stielow
University of Maryland

1:00 pm- **ACCESSIONING: ESTABLISHING PRELIMINARY CONTROL**
4:00 pm **OVER COLLECTIONS**

(Pre-enrollment, limited to 20 participants, required; \$10.00 fee.)

Accessioning, the method used by archivists to gain systematic control over collections upon their receipt, includes legal transfer, establishing preliminary intellectual and physical control, and assembling basic administrative information. As the initial archival procedure, accessioning can also be an effective management tool that helps a repository to establish priorities for future processing and conservation work. During this workshop, emphasis will be placed on proper transmittals of deeds of gift; on specific techniques to obtain preliminary physical and intellectual control; and on the data elements to be entered into a repository's manual or automated information system.

George Tsellos
Manuscripts Division
New York Public Library

Robert Sink
Manuscripts Division
New York Public Library

2:00 pm- **MICROCOMPUTER USE OF MACHINE-READABLE DATA FILES**
5:00 pm **— STRATEGIES FOR DOWNLOADING**

(Pre-enrollment, limited to 20 participants, required; \$10.00 fee.)

Technological advancements are rapidly increasing the capabilities of microcomputers to store and process research data that was formerly available only through large mainframe computers. Downloading mainframe records and writing them on media designed for micros will enable researchers to use large data files in fieldwork, small repositories, or anywhere a personal computer can be installed. This workshop addresses basic concepts and terminology for micros, surveys work now being done in the U.S., Canada and Europe, features demonstrations on classroom equipment, and considers applications to the archival environment, media used in downloading, and planning and budgetary issues.

Donald Harrison
National Archives and Records Administration

PRE-CONFERENCE TOURS

12:30 pm- **MONTPELIER/BARBOURSVILLE VINEYARDS**

6:00 pm (Pre-enrollment, limited to 39 persons, required; \$15.00 fee includes box lunch)

12:00 pm- **MONTICELLO/ASH LAWN/MICHIE TAVERN**

6:00 pm (Pre-enrollment, limited to 36 persons, required; \$10.00 fee plus moderate cost [less than \$10.00] of lunch at Michie Tavern)

3:00 pm- **WALKING TOUR OF DOWNTOWN CHARLOTTESVILLE**

4:30 pm (Pre-enrollment required; \$3.00 fee)

4:30 pm- **WALKING TOUR OF DOWNTOWN CHARLOTTESVILLE**

6:00 pm (Pre-enrollment required; \$3.00 fee)

9:00 pm- **HOSPITALITY SUITE**

11:00 pm

FRIDAY, OCTOBER 31

CONFERENCE REGISTRATION 7:30 am - 6:00 pm

EXHIBITS 8:00 am - 5:00 pm

7:00 am- **NEW MEMBER ORIENTATION**

8:30 am (Informal "Dutch-treat" breakfast meeting.)

8:30 am- **CONCURRENT SESSIONS**
10:00 am

1. APPRAISING AND ACCESSIONING BLACK HISTORY RECORDS

Appraising and accessioning records relating to black history present special problems and considerations for archivists and manuscripts curators. Presenters will describe situations from two perspectives: the federal archives and an institution that collects personal papers.

Wilda Logan Willis (Chair/Commentator)
National Archives and Records Administration

Geraldine Phillips
National Archives and Records Administration
"Some Considerations for Accessioning Federal Records Relating to Black History"

Thomas Battle
Moorland-Spingarn Research Center
Howard University
"Appraising and Accessioning Personal Papers: Decision Making in the Acquisition of Black History Materials"

2. THE SCHOLARLY USES OF AFRO-AMERICAN ARCHIVAL SOURCE MATERIALS

Panelists will discuss and document the uses of 20th century records for the study of contemporary movements involving Afro-Americans such as Civil Rights. Viewpoints will be those of academics working with the records.

Patricia Sullivan (Chair/Commentator)
Associate Director, Carter G. Woodson Institute for African and Afro-American Affairs
University of Virginia
"Civil Rights, the New Deal, and the 1940's"

Samuel Pincus
Piedmont Virginia Community College
"Virginia Supreme Court, Blacks and the Law"

Bob Pratt
Fellow, Carter G. Woodson Institute for African and Afro-American Affairs
"School Desegregation in Richmond, Virginia"

3. CONSERVATION: A CURRENT OUTLOOK

Although institutions are becoming increasingly aware of the importance of archival conservation, few archivists are able to keep abreast of the rapidly developing technology available to them. This session emphasizes techniques in microform conservation and considers the merits and disadvantages of lamination and encapsulation.

Anne Russell (Chair/Commentator)
Director
Northeast Document Conservation Center

John E. Ingram
Curator of Special Collections
Colonial Williamsburg Foundation
"Conservation of Microforms"

Jane M. Pairo
Assistant State Archivist
Virginia State Library
"Lamination versus Encapsulation"

4. MANAGING YOUR ARCHIVES STAFF: ARCHIVAL ASSISTANTS AND TECHNICIANS

Most repositories, whether large or small, are staffed by professional archivists and others, who may be called archival assistants, library assistants, technicians, aides, or intermittents. In fact, people in the latter category may comprise a majority of the staff in any one manuscripts department or archival institution. Using NARA as a case study, what can we learn about management and training of technicians and aides? How successful have we been and what better techniques can we develop?

Dale Whitaker (Chair/Commentator)
Records Declassification Division
National Archives and Records Administration

James B. Byers
Chief, Reference Service Branch
National Archives and Records Administration
"Archives Technicians: Supervision and On-the-Job Training"

Fynnette Eaton
Documentation Standards Division
National Archives and Records Administration
"The Archives Technicians Training Courses at NARA: Cultivating
an Institution's Resources"

5. HORRIBLE HANDWRITING: READING THE WORDS OF OUR ANCESTORS

Reading and interpreting handwritten, printed, and typewritten documents is a continuing and often difficult task for the archivist. Considerable time is devoted to deciphering and transcribing hard to read manuscripts. In this session, a panel of experts will offer methods and techniques, with audio-visual examples, in reading "difficult" documents from our collections.

Ervin L. Jordan, Jr. (Chair/Commentator)
University of Virginia Library

Laetitia Yeandle
Folger Shakespeare Library

Dorothy Twohig
Associate Editor, The Papers of George Washington
University of Virginia

Sharon R. Ritenour
Assistant Editor, The Papers of George C. Marshall
George C. Marshall Research Library

10:00-
10:30 **BREAK**

10:30 am-
12 Noon **CONCURRENT SESSIONS**

6. MANAGING STRESS IN THE ARCHIVES

As with any other profession, archivists have their share of the ubiquitous "burnout". This can occur particularly in the public services area where dealing with difficult patrons is a part of the daily routine. This session will explore the basic techniques of stress management, especially as it relates to public services. Lectures, handouts, visual aids, and discussion will be employed in training.

Robert Hull (Chair/Commentator)
University of Virginia Library

Claudia J. Sowa
Associate Professor of Counseling Education
University of Virginia

Nita S. Catterton
Stress Management Coordinator
University of Virginia

7. THE STATE OF DOCUMENTATION IN BLACK HISTORY

This session will attempt to give some sense of what has and what has not been accomplished in the effort to document the Black experience in the Mid-Atlantic region.

W. Paul Coates (Chair/Commentator)
Moorland-Spingarn Research Center
Howard University

Robert Morris
Schomburg Center for Research in Black Culture
New York Public Library
"Trends in Documenting the Black Experience, 1883-1986"

Lucious Edwards
Virginia State University
"Activities of Black Colleges and Universities"

Tanjela Roe & John Jackson
University of Maryland
"Report of a Survey of Afro-American Holdings in the Mid-Atlantic Region"

8. THE ARCHIVIST AS TEACHER

This session concentrates on the necessity for archivists to assume the role of educator, in teaching both the public and the non-archival staff of one's institution.

John Fleckner (Chair/Commentator)
National Museum of American History
Smithsonian Institution

Elsie Freeman
National Archives and Records Administration
"The Archivist as Public Educator"

Maygene Daniels
National Gallery of Art
"The Archivist as Educator Within One's Own Institution"

9. EDITING THE SOURCES OF AFRO-AMERICAN HISTORY

Editors of two Afro-American documentary history projects will discuss sources uncovered in their work and the problems of editing such materials.

Armstead L. Robinson (Chair/Commentator)
Director, Carter G. Woodson Institute for Afro-American and African Studies
University of Virginia

Roy Finkenbine
Editor, *Papers of Black Abolitionists*
Florida State University
"In Search of Black Abolitionists"

Leslie Rowland
Associate Editor, *Freedom*
University of Maryland
"Finding *Freedom's* History"

12:00 pm- LUNCHEON

1:30 pm Welcoming remarks by Armstead Robinson, Director, Carter G. Woodson Institute for Afro-American and African Affairs, University of Virginia

1:30 pm- CONCURRENT SESSIONS

10. AMERICAN SLAVE RECORDS

American slave records provide a rich resource for the study of plantation society, the American economic system and antebellum American history. This session will review research activities based upon these materials as well as current publishing efforts.

Robert Hall (Chair/Commentator)
Departments of History and Afro-American Studies
University of Maryland, Baltimore County Campus

Randolph Boehm
University Publications of America

Joseph Reidy
Department of History
Howard University

James Horton
Department of History
George Washington University

11. APPRAISAL OF RARE BOOKS AND ARTIFACTS

A discussion by two appraisers and a curator about the elements involved in securing financial appraisals of manuscript collections and rare books for tax deductions and insurance purposes. One participant is a full time appraiser and the other a rare book dealer who also performs appraisals. The moderator represents the curator/archivist.

Paul S. Koda (Chair/Commentator)
Professor of Library Science
Catholic University of America

Shirley B. Lebo
Appraiser
Washington, D.C.

Franklin Gilliam
Franklin Gilliam Rare Books
Charlottesville, Virginia

12. THE COMPUTER AND ETHNIC HISTORY SOURCES: IMMIGRATION RECORDS

The two panelists will discuss projects for the conversion of records relating to immigration: the computer indexing project of the Temple University/Balch Institute Center for Immigration Research, and the conversion of NARA's immigration indexes (accessioned microfilm) to machine readable form through the use of optical character recognition technology. Discussion will include the advantages and disadvantages of manual indexing. Cost studies and considerations will be reviewed.

Cynthia Fox (Chair/Commentator)
Judicial, Fiscal and Social Branch
National Archives and Records Administration

Nancy Smart
Systems Analyst
Temple University/Balch Institute
Center for Immigration Research
"Computerizing an Index to the New York Passenger Arrival
Records, 1847-1897"

Marie Allen
Archival Research and Evaluation Staff
National Archives and Records Administration
"OCR Technology for Conversion of Textual and Microform
Records to Machine Readable Form"

13. DESCRIBING AFRO-AMERICAN SOURCES AT THE INSTITUTIONAL LEVEL

This session will investigate the techniques used and the problems encountered in compiling guides to Afro-American sources materials at two institutions. Discussion will be open to all who are or have been involved in similar projects, and participants are urged to bring examples of their work.

Debra Newman
National Archives and Records Administration

Michael Plunkett
Manuscripts Department
University of Virginia

3:00 pm- **BREAK**

3:30 pm

3:30 pm- **KEYNOTE ADDRESS**

4:15 pm Dr. Edgar Toppin, Professor of History at Virginia State University will discuss "Black History, Black Historians and Original Sources."

4:15 pm- **STATE CAUCUS MEETINGS**

5:00 pm

5:30 pm- **RECEPTION** McGregor Room, Alderman Library, University of Virginia; co-sponsored by the Carter G. Woodson Institute for Afro-American and African Studies (Transportation between the hotel and the library will be provided throughout the time of the reception.)

9:00 pm- **HOSPITALITY SUITE**

11:00 pm

SATURDAY, NOVEMBER 1

CONFERENCE REGISTRATION 7:30 am - 11:00 am

8:00 am- **BREAKFAST BUSINESS MEETING**

9:30 am

9:45 am- **CONCURRENT SESSIONS**

11:15 am

14. ESTABLISHING AN ORGANIZATIONAL ARCHIVES

Presenters will provide a progressive history, describing the need for the establishment of an archives for the Opportunities Industrialization Centers (OIC), the successful application for grant money, the beginning of archival work, and the inclusion of this corporate archives into the broader holdings of Temple University's Urban Archives.

William Peniston (Chair/Commentator)
Head of Special Collections
Bowie State University

Sonja Stone
Archives Project Director
OIC

"From Dream to Reality — Establishing the OIC Archives"

Amacedo Dumaka
Resident Archivist
OIC

"From Dream to Reality — Describing OIC Records"

Fredric Miller
Urban Archives, Temple University
"Incorporating OIC Records into the Urban Archives"

15. THE MARC FORMAT: A CONTINUING DEBATE

A few repositories are using the MARC format, but many more are only beginning to analyze its potential use within their own institutional environment. Three participants, each functioning at a different stage of development — initial investigation, pilot study, and serious use — describe the results of their analyses and experience.

Thomas E. Weir (Chair/Commentator)
Archival Research and Evaluation Staff
National Archives and Records Administration

Anthony Gonzales
Head, Processing Section, Archives Branch
Virginia State Library
"Investigating MARC in the Archives Branch, Virginia State Library"

Kathleen Roe
Associate Archivist
New York State Archives
"Yes We Can: Implementing the MARC Format"

16. FUNDING SOURCES FOR ARCHIVAL PROJECTS

This session will discuss funding strategies for long-range institutional planning as well as alternate funding sources. Ongoing black history projects recently funded by NEH and NHPRC will be noted.

Linda J. Ebben (Chair/Commentator)
National Archives and Records Administration

Marcella Grendler
National Endowment for the Humanities
"Grant Funds and Long-Range Planning"

Paul Stelhorn
New Jersey Committee for the Humanities
"Strategies for Seeking Grant Funds"

17. TECHNIQUES OF FIELD WORK: COLLECTING CROSS-CULTURAL MATERIALS

This session will deal with the problems of inter-cultural collecting. A representative of an institution that has traditionally collected white material will discuss the problems of collecting in the black community. Another respondent will discuss collecting problems of an institution that has collected mainly black material.

Lucious Edwards (Chair/Commentator)
Virginia State University

Barbara Benson
Delaware Historical Society

Jeanne Zeidler
Hampton University

11:15 am- **BREAK**

11:30 am

11:30 am- CONCURRENT SESSIONS

1:00 pm

18. HIGH TECH AND ORAL HISTORY: THE VIDEO EVOLUTION

For several decades scholars have found oral histories to be an invaluable method of gathering primary source documentation. Modern technology's video systems now add new dimensions to the insights we can gain. This session will describe production and post-production techniques in oral history videotaping, and will include screenings of selected clips from two pioneering projects.

Elinor Sinnette
Moorland-Spingarn Research Center
Chair/Commentator

James B. Murray
Head, Moving Image and Recorded Sound Section
Schomburg Center for Research in Black Culture
New York Public Library

"Videotaped Oral Histories: More Than Just 'Talking Heads' "

William Elwood
Assistant Director, Carter G. Woodson Institute for Afro-American and African Studies
University of Virginia
"Black Civil Rights Lawyers Project"

19. RECRUITING BLACK ARCHIVISTS IN PREDOMINANTLY WHITE INSTITUTIONS

This session will examine the status and under-representation of black archivists in institutions that are not primarily minority-oriented. It will present strategies for minority recruitment as well as a discussion of the difficulties of achieving a balanced work force within the constraints of professional standards, educational requirements, and civil service regulations.

Judith Z. Thorne (Chair)

Records Declassification Division

National Archives and Records Administration

Richard Sullivan

Personnel Services Division

National Archives and Records Administration

"Minority Recruitment in the Public Sector"

Karen L. Jefferson

Moorland-Spingarn Research Center

Howard University

"The Role of Minority Institutions in the Recruitment of Archivists"

Ervin L. Jordan, Jr. (Commentator)

University of Virginia Library

20. ARCHIVISTS AND RECORDS MANAGEMENT

The partnership of records management and archives is becoming more common as institutions find themselves dealing with internal paper work in addition to other responsibilities. Participants in this session will describe the practice of records management, highlighting the process as well as unique considerations for institutions of varying size and purpose.

Alan Bain

Smithsonian Institution Museum Archives

Martin Gordon

U. S. Army Corps of Engineers

21. THE MANAGEMENT AND SUPERVISION OF NON-PROFESSIONAL ARCHIVAL STAFF

This session will examine various aspects involving the utilization of the wide range of archival employees generally not considered as professionals or paraprofessionals: interns, students, support staff, and volunteers. How much training and supervision do they require? What tasks should they be expected to perform? These and other relevant questions will be addressed by speakers representing the federal government as well as other public and private institutions.

Richard Lindemann (Chair)

University of Virginia Library

Kay J. Domine

Swem Library

College of William and Mary

"Can't Live Without Them"

Rosanne Butler

Field Archives Division

National Archives and Records Administration

"The Management of Volunteers in NARA Branches"

Keith Fitch

Professor of History

Hampden-Sydney College

"The University of Virginia Manuscripts Department Intern"

Ellen Emser (Commentator)

Archives/Library

Old Dominion University

22. THE STUDENT PERSPECTIVE: FUTURE ARCHIVISTS

This session will involve newer lines of inquiry being developed within graduate archival programs. Session presenters from the University of Maryland, New York University, and Columbia University will present papers on developing research.

Frank Burke (Chair/Commentator)

National Archives and Records Administration

Graduate student presenters (to be announced)